

Contract Title: Technical Assistance Services for Communities (TASC)

Contract #: EP-W-13-015, 2 Year Base Period (6/22/13 – 6/21/15)

Contracting Officer: Wanda Carrier, 202-564-0777

Project Officer (PO): Crystal Gatston, 703-603-9023 (Freya Margand, Alt. PO)

Task Order (TO) Title: TASC OSRTI- Multi Regions and Headquarters (HQ)

Task Order #: 1

Task Order Project Officer (TOPO): Freya Margand, margand.freya@epa.gov; 703-603-8889

Alternate TOPO: Tina Conley, conley.tina@epa.gov; 703-603-0696

TO Period of Performance: 6/22/13 – 1/10/14

TASK ORDER #1: OSRTI- Multi Regions & HQ

Site Name: Multiple Sites & Headquarters

Site Location: Multiple Regions

Site ID (if applicable): (Provided with TDs)

Date: June 12, 2013

I. BACKGROUND AND PURPOSE

The Environmental Protection Agency's (EPA) Office of Superfund Remediation and Technology Innovation (OSRTI) is committed to ensuring communities affected by hazardous substance problems have independent, non-advocacy, technical assistance needed to empower them to meaningfully participate in the cleanup process. Superfund currently has two vehicles for providing this support; Technical Assistance Grants (TAGs) and the Technical Assistance Services for Communities (TASC) program. Because TAGs are statutorily limited (Sec.117 (e) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended) to communities affected by National Priorities List (NPL) sites, EPA developed TASC. TASC was developed to provide communities near hazardous waste sites with, independent technical assistance to help them understand the technical issues related to hazardous substance contamination and cleanup so that they can substantively participate in the decision-making process.

The EPA's mission is to protect human health and the environment. To achieve this mission, EPA seeks to meaningfully integrate the knowledge and opinions of others into its decision-making processes. In any community involvement situation, the diverse backgrounds and interests of stakeholders must be taken into account in the environmental decision-making process. For example, when working with Native American communities there are added levels of cultural, social and historical differences that must be considered. The contamination and the subsequent cleanup of Native American land often directly affects Tribal communities' culture and way of life. When community members are included and engaged in addressing environmental threats, the remedies are often easier to implement and the outcomes are more sustainable than they otherwise would have been.

One of the seven basic steps of EPA's May 2003 Public Involvement Policy (<http://www.epa.gov/publicinvolvement.pdf/policy2003.pdf>) guides EPA staff on effective and reasonable means of involving the public in regulatory and program implementation. One of the seven basic steps for effective public involvement is to provide appropriate technical assistance to community members to facilitate their involvement in environmental decisions affecting their community. Examples of technical assistance include, but are not limited to:

- Providing a basic education on the scientific, engineering or economic concepts underlying an environmental problem and its solution.
- Reviewing and explaining reports and data sets generated as part of an environmental investigation;
- Explaining and understanding the health, risk, economic, and environmental components of hazardous contamination; and
- Outlining the different reuse/redevelopment options for contaminated land.

In some cases, EPA staff is able to furnish the information, education or support that is required. In other cases, it may be better or even necessary for the community to work with independent technical assistance providers. The purpose of this work assignment is to be able to provide such independent, non-advocacy technical assistance services at no cost to communities to empower them to substantively participate in environmental decisions affecting their community. The following sections describe the TASC activities supporting the provision of technical assistance at Superfund sites, in general, and at specific sites.

II. SUPPORT UNDER TASC

The majority of TASC support is anticipated to be local, community specific technical assistance projects. Additionally, this contract is expected to support program development, implementation, management and oversight. EPA works with a number of communities where English is not the primary language spoken and/or read. In the performance of this contract, the contractor shall ensure all deliverables are communicated in a manner and/or language that are culturally appropriate for the designated community(s). The Contractor personnel shall identify themselves as contractors in all activities associated with work performed and in attendance at meetings. Per the contract SOW, TASC support under this TO covers some to all of the general activities:

1: Preparation of Project Work Plan and Monthly Progress Report

For all TOs the contractor shall be required to prepare a technical work plan broken down by project and/or site, as requested in the TO. The plan shall include their technical approach for the project, staffing plan, project deliverables and milestones, estimated hours and costs, and any other planning details necessary for the project(s)/site support.

In accordance contract terms, the contractor shall submit a monthly progress report for all TOs, detailing the project work accomplished, costs and hours associated with each project for the month and cumulatively. Monthly reports shall track the activities, costs and hours associated with each project and/or site (as broken down in the approved work plan.)

2: Technical Assistance Support to Communities

Technical assistance support to communities rarely involves a single action. Therefore, TOs may combine a variety of different support activities under their scope of work (as described in this section below). For example, a project supporting the formation of a CAG at a Superfund site may involve supporting for the formation of a, reviewing and interpreting several documents, and facilitating some of the meetings beyond the formation of the CAG. Work plans and staffing shall be reflective of the range of support activities necessary to complete a project. Immediately, following are descriptions of various activities that supporting communities may entail, either singularly or, more often, in combination.

Technical Assistance Support Activities:

Technical Assistance Needs Assessment

In a number of instances where communities have requested technical assistance, the community members are overwhelmed by the environmental issue(s) at hand and, therefore, are unclear about the types of assistance needed, and how to prioritize their concerns and focus regarding their environmental issues. The contractor shall work with the community to develop a technical needs assessment to identify and prioritize concerns, and to determine what types of technical assistance are needed. The contractor shall develop a technical assistance needs assessment that includes, but is not limited to:

- Identifying the range of community stakeholders.
- Collecting background information on the environmental issues and the community.
- Participating in informational meetings and/or listening sessions.
- Scheduling and conducting a sufficient number of stakeholder interviews to help inform what the issues of concern are.
- Developing a written assessment report.

Community Advisory Group/Panel (CAG or CAP) Formation

The contractor shall be required to assist the community with organizing and forming a functional Community Advisory Group (CAG) or Community Advisory Panel (CAP) in order to address environmental issues of concern. A CAG/CAP is made up of members of the community and is designed to serve as the focal point for the exchange of

information among the local community and EPA, the State regulatory agency, and other pertinent Federal agencies involved in an environmental issue of concern to the community. The general types of support the contractor is required to provide under this task shall include, but is not limited the following activities:

- Working with EPA and the community to identify and recommending group/panel members and a selection process.
- Assisting EPA and the community in developing a functional organizational structure with working procedures.
- Assisting EPA and the CAG/CAP in conducting internal and public meetings until such time as EPA or the community believes support is no longer needed.

Meeting Facilitation Services

The contractor shall provide assistance under this task for the purpose of facilitating meetings/dialogue with and/or among community groups in order to address environmental issues of interest and concern. The ultimate goal is to build community knowledge and understanding of environmental issues so the stakeholder are informed and can meaningfully participate in the EPA actions and decisions. The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Pre-meeting preparation and coordinating meeting logistics (including assistance in identification of key meeting attendees).
- Note-taking.
- Facilitation during the meeting.
- Coordinating post-meeting follow-up actions and communications with the community, EPA, and other stakeholders (e.g., phone calls, e-mails, etc.)
- Developing and disseminating meeting summary.

When required to attend meetings, the contractor shall limited their attendance to the portion of the meeting associated with the subject matter they are providing support for under the requirements of the contract.

Technical Document Review and Interpretation

The ability to understand the technical nature of the information related to EPA actions and projects can be a challenge for the general public. Not having a basic understanding of technical materials and scientific information makes it difficult for the community to ask questions and concerns relative to the scientific and technological aspects of the Agency's work.

The contractor shall assist communities with overcoming the various challenges associated with understanding scientific, technical and process information related to their environmental issues. Specifically the contractor shall provide expert review and interpretation of technical documents and data documents and convert the material into plain language to ensure the information is understandable by all segments of the community. The contractor shall be required to have expertise in the relevant scientific/technical subject area. This expertise shall include the capability to communicate complex technical information and data in terms that can be easily understood by the community. The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Conducting background research to understand community primary concerns.
- Conducting literature reviews and summarizing existing science and published literature on a community-identified topic.
- Reviewing technical document with community concerns in mind.
- Writing a summary of technical issues in plain language (may be multiple languages), in particular, as they relate to potential community concerns.
- Presenting the technical review during a community meeting and responding to community members questions.
- Following up on issues arising during the meeting.

Some examples of documents that have been reviewed in the past include: proposed plans for Superfund site remediation; remedial investigation and feasibility studies; site sampling and monitoring plans and resulting data; Superfund site five-year reviews; planning and land use related documents, and Agency for Toxic Substances and Disease Registry's (ATSDR) health assessment for sites.

Presentations

The contractor shall be required to attend meetings and present information with the purpose of broadening community members' awareness, understanding and knowledge of environmental issues impacting the community. For example, a community may request a presentation about the sampling methodology and results of data collected at the beginning stages of site cleanup actions. The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Conducting background research on presentation topic(s).
- Preparing presentation(s).
- Coordinating with any co-presenters.
- Delivering presentation(s).
- Developing and providing any training materials (e.g., presentation summary, slides).

- Responding to community questions, at the time of the presentation and as follow-up.
- Providing a debriefing to EPA (such as issues experiences, summary of community questions, etc.)

Training

The contractor shall provide training as required to meet a number of community-specific technical assistance needs. The training may be provided to: raise a community's general level of knowledge about environmental problems; build skills (such as facilitation, regulatory processes, etc.) so that leaders and active members of the community have the tools they need to engage constructively in dialogue and the decision-making process related to environmental issues of community concern; build specific technical and green-jobs skills so that the community can continue to steward its environment after EPA actions/projects have been completed (such as training in green infrastructure and web page development); enable the community to collect its own data (e.g., for Tribes to collect traditional ecological knowledge); and advance EPA's environmental goals (e.g., educating youth groups and promoting stewardship relative to urban waterways). Training may also be developed for a broader use and to meet programmatic needs (such as, training for EPA staff on the different technical assistance programs and training courses related to Superfund site reuse.)

At the initiation of a training project, the contractor shall be required to coordinate with EPA to determine whether training covering a particular topic or subject matter can be obtained through existing courses, through combining and/or altering/updating existing courses, or if the entire course will need to be developed. Depending on the circumstances, support may range from minor updates to existing training materials to developing, organizing and delivering a course.

The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Developing the training and training materials.
- Delivering training and/or providing experts to deliver the training.
- Organizing a training event.
- Coordinating with participants.
- Obtaining a training location.
- Following up with participants after the training

Workshop Organizing and Delivery

The contractor shall be required to organize and conduct community workshop(s) with the purpose of broadening community understanding/awareness of environmental issues, processes, policies; to allow for education exchange of information, ideas and concerns; providing a forum for communication among community groups in order for the community to more effectively engage in EPA activities and actions impacting their community. A workshop may or may not include a training component. The contractor shall design the workshop to bring community leaders together to discuss their different concerns, perspectives and roles related to community environmental issues and planning, and to provide training to assist leaders in developing a community-based monitoring program.

The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Providing subject matter experts to participate in and/or conduct training sessions and workshops, where necessary.
- Identifying workshop participants.
- Performing logistical tasks related to the training, such as: notification of participants; arranging and procuring meeting facilities; securing hotel room blocks, providing required supplies and equipment; and providing any additional on-site support.
- Coordinating overall effort.
- Developing and coordinating a registration process.
- Developing and/or providing the necessary materials for training/workshop participants in appropriate written language.
- Providing evaluation forms of training to participants.
- Developing a results summary to include recommendations for improving the training and/or workshop effectiveness as well as any suggestions for course revisions.
- Conducting workshop follow-up activities (e.g., follow-up calls with participants and presenters, posting/e-mailing/mailling summary.)

Community Educational Materials

The contractor shall provide assistance with developing educational materials (i.e. newsletters, fact/FAQ sheets, graphics, fliers, webpages, and other information dissemination tools) that provide information, updating and educating community members about environmental issues, programs and policies that impact their community.

The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Researching topic(s).
- Drafting materials/documents.
- Developing and/or selecting graphics where needed.
- Designing the document layout.
- Formatting fact/FAQ sheets as needed, for the internet, publication, etc.

Generally, written materials are of short length, about one to four pages. However, materials vary by type and length based on the community needs and subject matter complexity. All materials shall be developed in a manner that is understandable to all segments of the target community population.

III. SUPPORT UNDER THIS TASK ORDER

Section 1: Site-Specific Support:

While EPA estimates these projects are likely to occur, there are many unknown factors (e.g., internal community issues, document release dates, unexpected site-related issues, etc.) that may result in delaying, cancelling or reexamining a project. Therefore, projects may be altered to accommodate new community/site information and new projects may be added to the list and/or in place of projects that are canceled or delayed beyond the task order period of performance. All projects will be initiated and described in a technical directive to the contractor.

Region	Site(s)	Support Activities
Region 2	Newtown Creek	<ul style="list-style-type: none"> • Providing guidance and support to the CAG. • Facilitating steering committee calls and drafting notes. • Attending CAG monthly meeting and drafting notes.
Region 2	Diamond Alkali (Passaic River)	<ul style="list-style-type: none"> • Reviewing and interpreting technical documents - evaluation of cleanup options and Preliminary Remedial Action Plan for lower eight miles. • Developing summary table(s) and/or fact sheets of review and comments for community. • Present document review/evaluation to the CAG

Region 4	Red Panther	<ul style="list-style-type: none"> • Meeting facilitation and assistance with CAG restructuring– up to three working meeting • Coaching for CAG meetings • Document reviews and interpretation: removal action memorandum & 18th Street assessment data (neighborhood sampling) • Assisting community in developing questions and comments for EPA’s response
Region 5	Fridley Area	<ul style="list-style-type: none"> • Supporting CAG formation – facilitating one in-person meeting and providing facilitation coaching support for monthly meetings, as needed, via teleconference. • Facilitating up to two CAG meetings. • Reviewing, interpreting and presenting up to two technical documents to CAG and community. • Developing technical summary material(s) for CAG and community.
Region 6	Bandera	<ul style="list-style-type: none"> • Reviewing /interpreting the Record of Decision (ROD). • Developing community newsletter with technical review/comments. • Participating in two CAG meetings to provide technical information/interpretation.
Region 6	Homestake Mine	<ul style="list-style-type: none"> • Conducting up to two document/data reviews. • Preparing a technical memo for the community, summarizing and providing an assessment of the document(s)/data reviewed.
Region 7	West Lake Landfill	<ul style="list-style-type: none"> • Reviewing, interpreting and developing summary comments for up to three technical documents (there is the potential of a ROD amendment) • Presenting technical review information to community • Technical support at two public meetings

Region 9	AMCO	<ul style="list-style-type: none"> • Participating in CAG meetings (meet every two months). • Complete support regarding: Technical Forum with the Department of Toxic Substances Control (DTSC); Third Street Sewer Investigation Work Plan; the modified Treatability Study Work Plan; and the Work Plan for a Dioxin/Furan investigation.. • Observing AMCO field work, including observations of ground water sampling of monitoring wells and a sewer investigation along Third Street. • Updating the blog on the website and following up on community questions. • Reviewing and interpreting the revised Work Plan for the Deep Aquifer investigation. • Reviewing and providing comments on two additional undefined documents. • CAG meetings every two months; Ongoing field work; Proposed Plan anticipated next year; Community workshops for gardening in soils with lead anticipated in summer
Region 9	Yosemite Slough	<ul style="list-style-type: none"> • Reviewing/interpreting/commenting on final EE/CA • Assisting community in providing input to the removal design. • Developing technical summary materials for community. • Meeting with about and presenting technical information to community members
Region 9	Pacific Coast Pipeline	<ul style="list-style-type: none"> • Conducting (organizing, developing, facilitating and presenting) two community workshops on community priority issues from TANA (Past Health Assessment; History of Soil Cleanup Activities; Groundwater Monitoring Data; Soil Vapor Intrusion; Current Air Monitoring Data) • Developing technical informational materials for community in conjunction with the workshops. • Following up on questions/lagging issues post workshops.

Region 9	Aerojet	<ul style="list-style-type: none"> Assisting the CAG in commenting on the May 2013 OU-6 Proposed Plan* (PP), to include: <ul style="list-style-type: none"> Meeting with community members. Working with the CAG, interpret, prioritize and coordinate CAG comments of the Proposed Plan for submission to EPA. Conducting a Technical Needs Assessment to identify best practices for the Aerojet CAG's ongoing role in advising EPA on the Superfund Cleanup, to include: <ul style="list-style-type: none"> Meeting with CAG members individually or as a group to discuss needs. Formulating recommendations based on community input. Attending upcoming CAG meetings. Presenting at CAG meetings.
Region 9	North East Church Rock	<ul style="list-style-type: none"> Attending (in person) monthly Red Water Pond Road Community Association & providing informational assistance on site topics Organizing, facilitating and preparing a summary of action items to participants on monthly agency/community conference calls. Reviewing and providing community with oral summary of the "sheep underpass report" at monthly meeting. Reviewing two (2) technical documents related to the design cell for the low-level mine waste and Reviewing and interpreting up to four (4) unspecified documents (EPA will provide names/source of documents when review is needed), preparing technical comments on the reports/documents and reporting back to the community on the comments. Reviewing EPA's draft long-term housing options and providing technical comments to community and EPA. Attending, along with a community member, "design team" conference calls and follow up calls with EPA Region 9, and assisting the community in understanding "design team" activities. Meeting with EPA COR/project lead, as needed, for project updates, progress, clarifications, etc.
Region 9	Quivera	<ul style="list-style-type: none"> Reviewing and interpreting technical document Assisting the Region in organizing community meeting to present technical information.

Region 9	Fort Ord	<ul style="list-style-type: none"> • Finalizing TANA (completing community discussions; receiving community feedback on draft; presenting TANA; assisting the community in prioritizing needs) • Reviewing, interpreting, and providing community informational materials on up to three technical documents. • Presenting technical document review/information to community.
Region 10	Upper Columbia River	<ul style="list-style-type: none"> • Reviewing and interpreting technical documents as they are released. Following are the known documents: Draft Final Beach Sediment Study Field Sampling and Data Summary Report; Draft Bossburg Flats Quality Assurance Project Plan; Draft Soil Sampling Quality Assurance Project Plan; Draft Final Assessment of Sediment Toxicity to White Sturgeon Data Summary Report; Draft USGS Sturgeon Report; Benthic Tissues Level of Effort Paper (two or more revisions expected); Tribal Consumption and Uses Survey Data Analysis Report; Recreational Use Survey Data Analysis Report. • Provide community with comments. • Develop up to two community informational materials.
		<p>2) Increasing Community Understanding of Vapor Intrusion (VI) at the Site by:</p> <ul style="list-style-type: none"> • Revising previously developed report and recommendations on VI documents and data. • Organizing/facilitating/presenting on the VI issue. • Reviewing/commenting on EPA's evaluation VI exposure pathway • Summarizing meeting w/community comments • Providing studies or other supporting to community. • Reviewing two additional documents. • Performing two (2) minor and one major review of related documents/reports. <p>2) Increasing Community Understanding of the DNAPL Feasibility Study (FS)</p> <ul style="list-style-type: none"> • Organizing, facilitating and presenting on the DNAPL FS. • Summarizing meeting w/community comments <p>3) Increasing Community Understanding of Montrose Operable Unit</p>

	Del Amo & Montrose	<p>3 Consent Decree</p> <ul style="list-style-type: none"> • Reviewing document, developing summary document, presenting findings to community. • Reviewing Chapter 5 of the Health and Safety Plan and related documents. • Developing a memo recommending any observations, comments, or recommendations. <p>4) Addressing Community Concerns Related to Groundwater Contamination, Monitoring and Remedial Design</p> <ul style="list-style-type: none"> • Reviewing and interpreting related schedule, plans and major groundwater documents. • Assisting EPA in organizing informational meetings • Presenting technical information/comments to community • Developing summary report on community meeting. • Developing informational materials
Multiple	TBD	as, Black Butte; Portland Harbor; United Heckathorn; Fort Ord)
Undetermined	TBD	community to determine project interest and fit under TASC program (assumes two in-person & ten via phone)

Section 2: Technical Support to EPA Headquarters

Technical support to EPA headquarters generally falls into the following areas:

Communication Materials, Program Analysis and Support

The contractor shall be required to support a wide range of activities related to the ongoing development and implementation of the TASC program and across other EPA programs requiring these support services.

The general type of support the contractor is required to provide in support of this task shall include, but is not limited the following activities:

- Participating in EPA staff briefings.
- Conducting data analysis.
- Providing recommendations on program improvements and metrics.
- Conducting policy review and analysis.
- Developing communication and outreach materials for internal and external use.
- Developing guidance and tools for EPA staff, communities and technical advisors.
- Developing implementation strategies/plans (such as communications strategies.)
- Analyzing program effectiveness.
- Developing content for the web and other electronic communications media/tools (this does not include procuring and/or maintaining web and other communications media/tools).
- Exploring the use of other electronic communications media/tools.

Project Reports

The contractor shall submit all reports, papers, etc. in draft form to the contract level Project Officer, Task Order Project Officer (TOPO)/WAM, and the community for review and approval. The draft(s) submitted shall include copies of the literature cited or refer to all citations in the document for verification and approval purposes.

At the conclusion of each project or at the point where EPA considers a project essentially complete/closed (due to lack of activity, reaching an impasse due to community issues/dynamics, etc.), the contractor shall provide a final project report. At a minimum, Project reports shall contain the following details:

- A summary of parties involved;
- The nature of support provided during the project;
- Summary of actions taken during the project;
- A brief analysis of best practices and any challenges encountered throughout the project.
- Recommendations for program improvement and lessons learned;
- An overall assessment of the effectiveness of the support provided.

The report shall also include a summary of all aspects of the project that may be transferable to other communities. Where relevant, an outline or template that can be used to replicate the project in other communities shall be included with the report.

Reports submitted by the Contractor that contain recommendations to the Agency (which may be used by EPA personnel in decision making or policy development) will explain the rationale for and prioritize the recommendations per EPA instructions (for example, prioritization based on ease of implementing a recommendation); describe the procedures used to arrive at recommendation; summarize the substance of deliberation; report any dissenting views; list the sources relied upon; and make clear the methods and considerations upon which the recommendations are based. Any recommendations or options provided by the Contractor should carefully consider EPA policies and procedures. EPA will make final decisions regarding any recommendations or options. The Contractor shall not have the authority to make any decisions on the course of action pursued by EPA.

Under this task order EPA expects to need support on such projects as:

- TASC intranet web pages –
 - Finalizing the initial TASC intranet web pages for EPA staff use
 - Updating the intranet pages monthly as new materials available for posting
 - Expanding the initial intranet web pages to include a “tools” section containing information for regions and programs to effectively utilize the TASC program contract services, project lessons learned and case studies.
- Case Studies
 - Developing up to four new case studies for posting on the internet
- TASC Internet Development
 - Updating and/or revising the TASC internet site monthly with new site, project information
 - Finalizing revised TASC introduction brochures for community
- Tools for effective use of TASC contract
 - Finalizing initial welcome package for EPA staff and communities
 - Finalizing memo to communities using TASC
 - Developing monthly lessons, observations, notes from working with communities, to share with the EPA CI community (e.g., the importance of listening when working with tribes, effective remote communications techniques/options, etc.)
 - Developing a monthly TASC report for EPA HQ and Regional Managers
 - Developing TASC presentation materials for regional use (such as slides)

- Developing one webinar on using TASC and managing a TASC project
- Presenting TASC program (or aspect of program) to EPA staff (up to two presentations)
- Final project report (for each site provided more extensive TASC support)

The above project list is not all-inclusive. All projects will be initiated via a technical directive describing the project and deliverables.

IV. **DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the COR and project lead with electronic copies of all deliverables and drafts, and hard copy if necessary. The EPA COR will notify contractor in advance, via e-mail, of conference call/meeting dates not specifically included in the table below.

<i>Support</i>	<i>Activities (not all-inclusive list)</i>	<i>Type of Deliverable</i>	<i>Deliverable Due Date (Unless otherwise stated in a Technical Directive (TD))</i>
Task Order Work Plan	Developing work plan covering task order.	Work plan & cost estimate	Within 10 days of receipt of task order.
Monthly Report	Developing monthly progress report.	Monthly report	Monthly per contract requirements.
Project-specific plans	Developing project-specific approach.	Project approach	Draft approach: within 5 days of TD and/or scoping meeting initiating project
Technical Assistance Needs Assessment	Collecting information; interviewing community members; developing report, etc.	Needs assessment report	Final: per schedule in final work plan. Schedule, based on initial meetings with community and EPA.

Community Advisory Group/Panel (CAG/CAP) Formation/Facilitation	Identifying/recommending members; facilitating meetings; supporting organizational development, etc.	CAG/CAP support	Final: per schedule in final work plan. Schedule, based on initial meetings with community and EPA.
Meeting Facilitation Services	Facilitating and following up on post-meeting needs; developing meeting summary, etc.	Facilitation and summary	TBD per EPA/community availability or as previously scheduled.
Technical Document Review and Interpretation	Conducting background research on community issues; reviewing document(s); developing summary/presentation, etc.	Technical summary or presentation	Initial draft and Final draft – based on site/community schedule.
Presentations	Conducting background research; developing presentation and materials; presenting; etc.	Presentation	Draft: within fourteen days of meeting Final: day of meeting
Training	Researching existing training; developing materials; conducting training; etc.	Training	Final: per schedule in final work plan. Schedule, based on initial meetings with community and EPA. Training draft materials: within 30 days of scheduled training date Interim materials: within 7 days of EPA comments Final materials: within three days of training date.

Workshop Organizing and Delivery	Organizing and coordinating workshop agenda and activities; developing materials; providing experts; summarizing workshop: etc.	Workshop	Final: per schedule in final work plan. Schedule, based on initial meetings with community and EPA.
Community Educational Materials	Developing materials for community.	Factsheet, newsletter, flyer, graphics, etc.	Initial draft: within 20 days of TD. Interim draft: within 3 days of comments received. Final: upon EPA approval.
Communication Materials, Program Analysis and Support	Presenting at conferences; analyzing data; developing outreach materials; etc.	Presentation(s), reports, outreach materials, etc.	Final: per schedule in final work plan. Schedule, based on initial meeting(s) with EPA.
Project Reports	Assessing (near) complete projects, etc.	Project report	Initial draft: within 15 days of TD. Interim draft: within 7 days of EPA comments. Final draft: upon EPA approval.

V. COMMUNICATION AND CONTRACT MANAGEMENT

A. Effective Task Management

In accordance with proper contract implementation, the contractor shall ensure effective management of the resources and deliverables required by EPA. This process shall occur through: frequent communication between the contractor and the EPA COR; efficient resource

planning; periodic planning and progress meetings; progress report preparation; financial management report preparation; staffing plan and budget tracking; file maintenance and deliverables tracking; work assignment close-out; appropriate management oversight; and thorough quality reviews of all work assignment deliverables to ensure accuracy and consistency with general Superfund program objectives and specific work assignment objectives.

As part of ensuring proper contract implementation and compliance with FAR requirements, the contractor shall maintain a comprehensive deliverables file. The contractor shall also be prepared to submit for inspection, copies of all work in progress at any time under this contract.

The Contractor shall maintain the appropriate levels of communication with EPA (both headquarters and regional offices) to ensure proper planning, execution and invoicing. This communication shall include briefings and other forms of information exchange such as telephone conferences and face-to-face meetings. The Contractor shall provide reports after all major meetings/conferences, with both EPA and the communities.

B. Contractor Management Systems

The contractor shall administer and maintain the following:

- A process for expeditiously identifying, matching, selecting, deploying and managing technical assistance providers (TAPs) when requested by an EPA Contract Officer, Project Officer or Task Order Project Officer. The Contractor shall develop and maintain the capacity to simultaneously provide technical assistance to several communities across the country and/or U.S. territories.
- A process to develop and maintain the capacity for interacting with sovereign Tribal governments, and for supporting ad hoc groups of Tribal members.
- A system for tracking, by task, the progress, costs and deliverables of each project and sub-project. This tracking system will also track, aggregate and report support provided to Tribes and Tribal members. This tracking system shall be available to the EPA Contract Officer, Project Officer and Task Order Project Officers.
- A mechanism for ensuring the quality of the services provided under each task order,

including a process for promptly correcting any problems that arise. There will also be provisions for appropriate assessments or evaluations of the work completed under every task and for obtaining feedback on the value of the assistance from communities which receive it.

Contractor shall develop a database of reports and/or deliverables from Task Orders. The database shall be searchable by project location, community and by subject matter. This system shall be accessible to the EPA Contracting Officer, Contract Specialists, Project Officer, Task Order Project Officers, and other contract administration representatives as identified in the contract.

PWS ADDENDUM: FOR INTERNAL REFERENCE ONLY

GENERAL BACKGROUND INFORMATION

The contractor shall provide facilitation services, such as those involving Community Advisory Group (CAG) formation, and community workshops and meetings. EPA currently manages a dispute resolution contract through the Office of General Counsel's Conflict Prevention and Resolution Center (CPRC). This contract provides EPA with conflict prevention, meeting facilitation, dispute resolution and mediation support. In most cases, TASC should not be used to secure services provided by CPRC's contract. TASC's ultimate goal is to provide community members with technical assistance so they can better understand technical issues, decision-making processes, EPA policies and regulations, etc., in order to participate substantively in environmental decisions affecting their community. Therefore, to the degree possible, facilitation and other conflict prevention-oriented services, when provided under TASC, should be linked to an end goal of providing technical assistance and/or increasing community knowledge and understanding of environmental issues impacting the community.

LIMITATIONS ON SUPPORT

Following is a list of some of the support/services that may **not** be included in projects under this task order. This list is not all-inclusive, but intended only to highlight some of the limitations that were a source of misunderstanding in the past TASC contract. The TASC contract may not be used for:

- Providing food and light refreshments non-federal employees during trainings, workshops, meetings, etc.
- Providing scholarships and/or monetary incentives for individuals or organizations to attend meetings, workshops, training, etc.
- Providing travel, lodging and per diem for individual or organizations to participate in meetings, events, training, etc. (other than those under a contractual relationship with the TASC prime contractor).
- Providing honorariums. Expert speakers for training, workshops, meetings, etc., must be under some manner of contractual relationship with the TASC prime contractor to receive any payment for such services.
- Providing funding contributions to organizations and academic institutions as compensation for role in supporting a project under TASC.
- Directing the TASC contractor to select a designated technical expert or any entity with whom the primary TASC contractor will need to subcontract.
- Providing legal services unless prior written approval of the EPA Office of General Counsel (OGC) is received.
- Providing support related to political activities and lobbying.
- Generating and/or collecting new environmental or health primary data, such as well drilling and testing, split sampling, conducting health studies, surveillance, registries, and/or public health interventions.
- Procuring and maintaining websites.
- Negotiating on behalf of EPA (e.g., obtaining commitments from contractors on job training initiatives.)

WORKSHOP ORGANIZING AND DELIVERY

Please note: Light refreshments and meals for non-federal participants at workshop will not be funded through the contract. Additionally, travel funding and stipends for workshop participants are prohibited; this does not apply to speakers and trainers who are under a subcontractual arrangement with the Contractor. Workshops may be one to multiple days in duration.

COMMUNICATION & MANAGEMENT

Task Management & Work Plan

Prior to initiating any action under technical direction, the EPA TOPO shall ensure that the technical direction falls within the scope of work for this Task Order. The technical direction document or Technical Directive will include the EPA Contract #; Task Order title; Task Order number; TOPO and Alternate TOPO's information; and reference the Contractor's Work Plan

Task(s) and date. Any deliverables not specifically identified in the Technical Directive shall not be undertaken unless the contractor receives written technical direction from EPA.